



**RFP No. 0111-10-IAS
INDEPENDENT AUDIT SERVICES**

January 27, 2010

ADDENDUM #1

To: **ALL PROSPECTIVE OFFERORS**
Reference: **RFP No. 0111-10-IAS**

This addendum must be acknowledged and returned with your proposal.

I. RFP DUE DATE CHANGE:

The RFP due date is changed to **February 17, 2010 at 11:00 a.m.**

II. QUESTIONS FROM EMAILS and ANSWERS:

Q1. What other assistance, other than reviewing and completing our portion, may be required from the Firm with respect to the filing of the Data Collection Form? For example, will we be required to assist with the actual on-line filing?

A1. No other assistance will be required other than completion of the auditor portion and review of the DCF. The City will perform the actual filing online.

Q2. Who is the incumbent auditor and are they eligible to submit a proposal for this effort?

A2. Cherry Bekaert and Holland, and yes, they are eligible.

Q3. How much were the fees for these services for the prior audit cycle?

A3. Total fees were \$111,700.

Q4. How many staff and for how many weeks was the audit team on site at the City performing the preliminary and year-end audit fieldwork.

A4. The staff varies from 2-3. Preliminary work took about 2 weeks or less, including work at the School Board and for the School Activity Funds. Final fieldwork is about 3 weeks.

- Q5. How many audit adjusting entries were proposed and booked by the external auditors for the prior audit cycle? Are you able to provide a listing of these entries?

A5. The list of the 3 audit adjusting entries is as follows:

<u>Number</u>	<u>Description</u>	<u>DR</u>	<u>CR</u>
<u>1</u>	FY 2009 expenses were not properly included in the AP		
	Expenses	438,564	
	Accounts payable		438,564
<u>2</u>	FY 2009 expenses were not properly included in the AP		
	Expenses	252,807	
	Accounts payable		252,807
<u>3</u>	To proper reclassify short-term and long term capital lease payable. (School Board)		
	Capital Lease Payable – ST	28,395	
	Capital Lease Payable - LT		28,395

Vendor must take due notice and be governed accordingly. All other terms and conditions remain the same. This Addendum is considered a part of the above referenced solicitation.

Acknowledged by:

Name of Firm

Authorized Signature

Date